



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Marketing &
Regulatory
Programs Business
Services

4700 River Road
Riverdale, MD
20737

January 14, 2005

SUBJECT: Equal Employment Opportunity Management Directive 715

TO: Sadhna G. True, Director
USDA, Office of Civil Rights

Attached is the Federal Agency Annual EEO Program Status report for the Animal Plant and Health Inspection Service (APHIS) as required by the Equal Employment Opportunity Commission Management Directive 715 (MD-715). The report covers the period October 1, 2003 through September 30, 2004.

Included with this report is the APHIS Federal Equal Opportunity Recruitment Program (FEORP) report for Fiscal Years 2004-2005 and the Fiscal Year 2004 FEORP Accomplishment Report.

If you have questions or require additional information, please call me on (202) 720-0009 or Njeri K. Mwalimu, Deputy Director, Civil Rights Enforcement and Compliance on (202) 720-7830.

Anna P. Grayson, Director
Civil Rights Enforcement and Compliance

Enclosures



Safeguarding American Agriculture
APHIS is an agency of USDA's Marketing and Regulatory Program
An Equal Opportunity Provider and Employer



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Department of
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Civil Rights
Enforcement and
Compliance

4700 River Road
Riverdale, MD
20737

January 18, 2005

SUBJECT: Equal Employment Opportunity Management Directive 715

TO: Carlton Hadden, Director
Office of Federal Operations
Equal Employment Opportunity Commission

Enclosed is the Federal Agency Annual EEO Program Status Report for the Animal Plant and Health Inspection Service (APHIS) for Fiscal Year 2004.

Included with this report is the APHIS Federal Equal Opportunity Recruitment Program (FEORP) report for Fiscal Years 2004-2005 and the Fiscal Year 2004 FEORP Accomplishment Report.

If you have questions or require additional information, you may contact the Civil Rights Enforcement and Compliance staff at (202) 720-6312.

Anna P. Grayson, Director
Civil Rights Enforcement and Compliance

Enclosures



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An Equal Opportunity Provider and Employer

EEOC FORM
715-01 PART A - D
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

For period covering October 1, 2003, to September 30, 2004

PART A Department or Agency Identifying Information	1. Agency		1. United States Department of Agriculture	
	1.a. 2nd level reporting component		Animal and Plant Health Inspection Service	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 1400 Independence Avenue, SW	
	3. City, State, Zip Code		3. Washington, DC, 20250	
	4. CPDF Code	5. FIPS code(s)	4. AG 34 24	5. 12K3
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 5,293
	2. Enter total number of temporary employees			2. 1,313
	3. Enter total number employees paid from non-appropriated funds			3. 1,245 (Indefinite)
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 7,851
	1. Head of Agency Official Title		1. Ann Venemen Secretary	

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title	1. W. Ron DeHaven Administrator
	2. Agency Head Designee	2. Kevin Shea Associate Administrator
	3. Principal EEO Director Official Title/Series/Grade	3. Anna P. Grayson, Director Civil Rights Enforcement and Compliance (CREC) 0260-15
	4. Title VII Affirmative EEO Program Official	4. Njeri K Mwalimu, Deputy Director (CREC)
	5. Section 501 Affirmative Action Program Official	5 Njeri K. Mwalimu, Deputy Director (CREC)
	6. Complaint Processing Program Manager	6. Anna P. Grayson, Director (CREC)
	7. Other Responsible EEO Staff	Njeri K. Mwalimu, Deputy Director, CREC Steven Shelor, Assistant Director, Program Delivery, Compliance and Outreach Myra Young, Manager, ADR Center, CREC

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Animal and Plant Health Inspection Service, Washington, DC and Riverdale, Maryland		(CPDF) AG 34 24 (FIPS) 12K3

EEOC FORM 715-01 PART E

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Animal and Plant Health Inspection Service

For Period Covering October 1, 2003, to September 30, 2004

EXECUTIVE SUMMARY

The Administrator of the Animal and Plant Health Inspection Service (APHIS) holds all Managers and Supervisors at levels SES, GS-15, GS-14, GS-13, and GS-12 accountable for implementing the six essential elements under the policy of the Equal Employment Opportunity Commission (EEOC) Management Directive 715. This Directive provides guidance and standards for maintaining effective programs of equal employment opportunity under Section 717 of Title VII of the Civil Rights Act of 1964, as amended, and Section 501 of the Rehabilitation Act of 1973. The primary objective of MD-715 is to ensure that all employees and applicants for employment enjoy equality of opportunity in the federal workplace regardless of race, sex, national origin, color, religion, disability, or reprisal for engaging in prior protected activity.

APHIS has over 300 managers that completed the Self Assessment Checklist Report required by the Equal Employment Opportunity Commission. This includes all APHIS Headquarters Program Managers and Division Directors, State Plant and Health Directors, Port Directors, Area Veterinarians-In-Charge, and Center and Laboratory Directors regardless of grade level. This report gives a snapshot view of APHIS' progress in the implementation of the six essential elements of a model EEO Program:

Demonstrated Commitment from Agency Leadership - APHIS has issued the Civil Rights and Anti-Sexual Harassment Policy Statements. The APHIS work force is held accountable for adhering to the policies through the performance Standards.

Integration of EEO into the Agency's Strategic Mission - The EEO Director is part of the APHIS Management Team and confers with the Administrator on legal compliance with Title VII of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973. The APHIS Administrator has allocated sufficient resources to maintain the EEO Programs.

Management and Program Accountability - APHIS program managers have provided input for the recently developed Human Capital Plan and the APHIS Strategic Work Plan with emphasis on the utilization of human capital to accomplish the agency's mission. Human Capital accomplishments are reported on a quarterly basis. Managers, Supervisors, Human Resources and Civil Rights Staffs are held accountable for implementing and managing related programs.

Proactive Prevention of Unlawful Discrimination - The Annual EEO Program Status Report Questionnaire is provided to managers and supervisors as a self-assessment tool through which EEO accomplishments are reported, and barriers are identified when there is evidence that the activity does not comply with the policy and intent of EEOC MD 715.

The work force profile and analyses are developed to identify barriers that impede programs of protected groups within the agency and those applicants for employment with the agency. Managers are required to develop EEO plans that include strategies to eliminate those barriers and further ensure equality of opportunity for minorities, women, and individuals with disabilities.

Efficiency - APHIS maintains an efficient, fair, and impartial EEO complaint processing system that offers either mediation or traditional counseling forum for resolving employment issues through the Alternative Dispute Resolution Center. The Formal Complaints Center ensures timely compliance with EEOC orders and provisions of settlement and resolution agreements.

Responsiveness and Legal Compliance -The agency is required to comply with EEO laws, regulations, and statutes and report agency efforts and accomplishments to the Equal Employment Opportunity Commission. The Civil Rights Enforcement and Compliance Staff manage the implementation and development of all EEO programs and plans, and reports of accomplishments to the EEOC.

APHIS' Fiscal Year (FY) 2004 Workforce Profile

In FY 2004, APHIS reported a total of **7,851 employees***. The breakdown is as follows:

Permanent Employees

WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	Total
2206	1753	173	347	330	175	184	85	19	19	5293
41.7	33.1	3.3	6.6	6.2	3.3	3.5	1.6	0.4	0.4	

Of the above total, **353** employees reported a disability and **50** are targeted.

Temporary Employees

WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	Total
510	307	31	34	129	71	165	56	2	8	1313
38.8	23.4	2.4	2.6	9.8	5.4	12.6	4.3	0.2	0.6	

Of the above total, **66** employees reported a disability and **7** are targeted.

Indefinite Employees

WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	Total
786	244	15	15	80	39	48	5	10	3	1245
63.1	19.6	1.2	1.2	6.4	3.1	3.9	0.4	0.8	0.2	

Of this total, **52** employees reported a disability and **6** are targeted.

New Hires

WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	Total
604	487	43	71	108	75	68	37	5	10	1509
40.0	32.3	2.8	4.7	7.2	5.0	4.5	2.5	0.3	0.7	

**Employee Type – Permanent Employees, Permanent Full-time, Permanent Full-Time (SES Non-Career), Permanent Part-Time, Permanent Other, Temporary Full-Time, or Temporary Part-Time, Temporary Other, Indefinite, Indefinite Full-time, Indefinite Part-Time, and Indefinite Other. Source – NFC On-line Reporting Center – As of 1/02/05*

EEOC FORM 715-01 PART F

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, Anna P. Grayson Equal Employment Manager, 0260-15 am the

Principal EEO Director for Animal and Plant Health Inspection Service, Civil Rights Enforcement and Compliance

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Anna P. Grayson
Signature of Principal EEO Director
Certifies that this Federal Agency Annual EEO Program Status
Report is in compliance with EEO MD-715.

1-18-05
Date

Kevin Shea
Signature of Agency Head



1-24-05
Date

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
 AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

Animal and Plant Health Inspection Service

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.



 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
The Agency Head was installed on ____April 2004____. The EEO policy statement was issued on ____June 15, 2004____. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X		
Are new employees provided a copy of the EEO policy statement during orientation?			X	This policy was previously not required. The Civil Rights Enforcement and Compliance Staff will work with Human Resources to implement this

				policy in FY 05.
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		
➡ Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X		
➡ Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
support the agency's EEO program through allocation of mission personnel to participate in community outreach and recruitment programs with private employers, public schools and universities?		X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		

ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?	X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION

Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the		X		

lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)				
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		X		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment		X		

strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?				
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African		X		





American; American Indian/Alaska Native, Asian American/Pacific Islander programs?				
→ Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		
to provide religious accommodations?		X		

to provide disability accommodations in accordance with the agency's written procedures?		X		
in the EEO discrimination complaint process?		X		
to participate in ADR?		X		
<p align="center">Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</p> <p align="center">This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.</p>				
Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area of responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X		
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	This was not a requirement under previous regulations. Human Resources plans to explore including this policy as an amendment to the current mission area Merit Promotion Directive.




Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X	This was not a requirement under previous regulations. Human Resources will explore including this policy in revised guidance on Employee Recognition.
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	Great effort expended to assure that all employees have access to all applicable training . . . training programs have been established targeting specific groups (Leadership Development for GS 7's - 11's, New ExCEL, SELF,) that historically may not have had full opportunity for career enhancing training and development.
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation. Two findings in the last 2 years which resulted in one suspension and one alternative disciplinary agreement in lieu of a suspension.				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		

Essential Element D: PROACTIVE PREVENTION

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Compliance  Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
Compliance  Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		
<p align="center">Essential Element E: EFFICIENCY</p> <p align="center">Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</p>				
Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			X	Human Resources is currently working to implement a tracking system which will capture the timeframes of each request.
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		

 Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		
If yes, briefly describe how: If the terms and conditions of the Statement of Work are not adhered to by the Contractor, on a continuous basis, the agency will cease to use the services of that Contractor.				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		The agency monitors only its own counselors in ensuring that the appropriate amount of training has been received. All contract investigators and counselors are selected from the GSA scheduled which provides that all contractors conform to the standards set by the Equal Employment Opportunity Commission (EEOC) in accordance with 29 CFR Part 1614 and EEOC Management Directive (MD) -110. The Agency is required to monitor the competence of contract counselors based on the quality of the finished product.
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		Same response as above.
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

Are benchmarks in place that compares the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	The individual agencies do not have the responsibility for this function. The USDA Office of Civil Rights Issues all Final Agency Decisions.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X	This is not a written agency policy but it is encouraged.
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers		X		

After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		
Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		The reporting system is in place to timely comply with EEOC requirements. However, the Agency provides EEO complaint information to the USDA Office of Civil Rights which in turn provides this information to EEOC in the form of the No Fear Reporting Data and the Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints - Form 462 Report.
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?			X	The agency's EEO Division is not housed in the same division as the Human Resources Office. The Human Resource Office is not involved in the EEO complaint process. No data is required from the Human Resources Office.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		

Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
➡ Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

➡ Compliance Indicator	Agency personnel are accountable for timely compliance with orders Issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
➡ Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		

↓ Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X		
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
→ Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
↓ Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		
If so, please identify the employees by title in the comments section, and state how performance is measured. The EEO Specialists in the Civil Rights Enforcement and Compliance unit are responsible for ensuring the identified management officials comply with the EEOC order. This is covered "Accountability" performance standard for each specialist.				
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?		X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:				
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?		X		

Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

EEOC FORM
715-01 PART I

U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Eliminate Identified Barrier**

In Animal and Plant Health Inspection Service, the rate of exchange for persons with targeted disabilities (+6.7%) is greater than the rate of exchange for the total workforce (+4.6). Therefore, a barrier analysis does not have to be conducted. SEE EEOC FORM 715-01, PART J.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities**

PART I Department or Agency Information	1. Agency	1. Animal and Plant Health Inspection Service					
	1.a. 2 nd Level Component						
	1.b. 3 rd Level or lower						
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the...	... Beginning of FY.		... End of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	8109	100.00%	8487	100.00%	+378	4.6%
	Reportable Disability	521	6.4%	529	6.2%	+8	1.5%
	Targeted Disability*	59	0.7%	63	0.7%	+4	6.7%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					Data Not Available (per HR 12/27/2004)	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					9 (per NFC Reporting Center as of 12/19/2004)	

PART III Participation Rates In Agency Employment Programs

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	162	11	7%	0	0	0	0	151	93%
4. Non-Competitive Promotions	157	4	3%	1	1%	0	0	152	96%
5. Employee Career Development Programs									
5.a. Grades 5 - 12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.b. Grades 13 - 14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.c. Grade 15/SES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	365	25	7%	2	1%	0	0	338	92%
6.b. Cash Awards (total \$\$\$ awarded)	4,262,770	237,720	5%	31,527	1%	0	0	3,993,523	94%
6.c. Quality-Step Increase	221	12	5%	4	2%	0	0	205	93%

Part IV

Identification
and
Elimination
of Barriers

In Animal and Plant Health Inspection Service, the rate of exchange for persons with targeted disabilities (+6.7%) is greater than the rate of exchange for the total workforce (+4.6). Therefore, a barrier analysis does not have to be conducted. SEE EEOC FORM 715-01, PART J.

Part VGoals for
Targeted
Disabilities**2005 Recruitment Strategies for Persons with Disabilities****Target Dates**

APHIS commits to hiring 63 individuals with disabilities and 49 individuals with targeted disabilities from October 1, 2000 to September 30 2005. The Agency's goals per year are as follows

October 2005

Total number of hires with disabilities per year - 12

September 2005

Total number of new hires with targeted disabilities per year - 9

September 2005

Analyze EEO workforce profile data to identify strengths and weaknesses and develop strategies with recommendations to help alleviate barriers to full employment of persons with disabilities

March 2005

September 2005

Utilization of the Workforce Recruitment Program for College Students with Disabilities

March - August
2005

Work with MRP Human Resources to identify available positions for persons with targeted disabilities

October 2004 - September 2005

Research Job possibilities

Summer temporary

Permanent full-time

October 2004 -
September 2005

Outreach to Colleges and Universities

September 2005

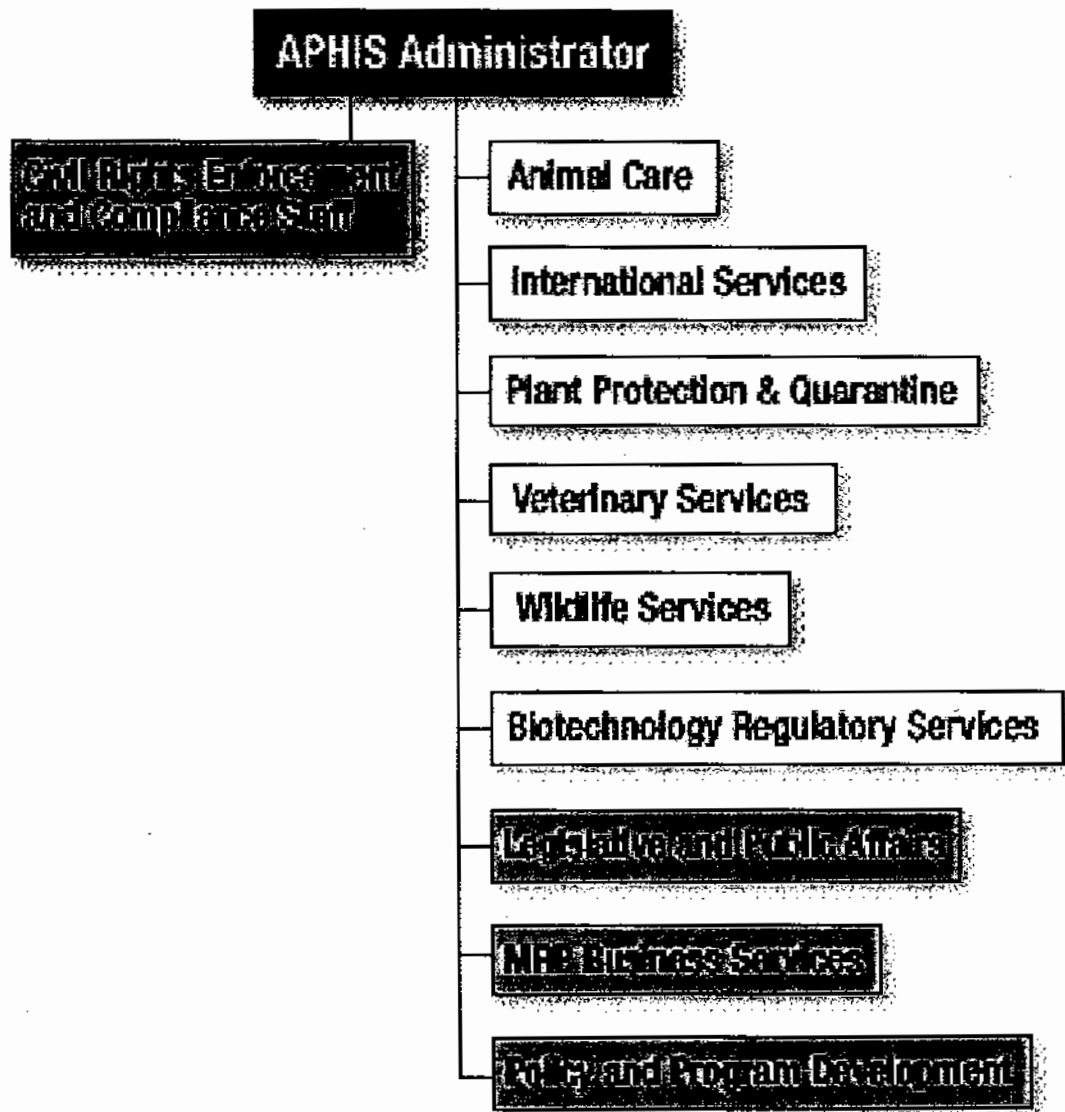
Work with the APHIS Training and Development Branch to sponsor mandatory Disability Awareness Training for APHIS employees

July 2005

Work with the APHIS Training and Development Branch to sponsor mandatory Reasonable Accommodation Training for Managers and Supervisors.

August 2005

APHIS Organization





United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Marketing &
Regulatory
Programs Business
Services

4700 River Road
Riverdale, MD
20737

APHIS Civil Rights Policy Statement

It is an honor for me to serve the employees of the Animal and Plant Health Inspection Service. As the recently appointed APHIS Administrator, it is imperative that I convey to you my commitment to civil rights and equal employment opportunity in the workplace. This responsibility to civil rights will be conferred upon each manager, supervisor, and employee in the Agency.

Every employee regardless of age, race, color, national origin, gender, sexual orientation, disability, religion, political beliefs, and marital or familial status, deserve to be treated fairly and equitably with dignity and respect. All employees will be allowed to function in a work environment free of discrimination, reprisal, retaliation, and harassment of any sort. We must all work to ensure a workplace free of discrimination and to ensure diversity throughout the APHIS workforce.

Managers and supervisors are responsible and accountable for setting the tone for workplace behavior. APHIS managers, supervisors, and employees will be held accountable for any actions that result in any infractions of this policy.

APHIS will continue to provide prompt, fair, and discrimination free services to the public and engage those individuals and organizations that have not historically participated in our programs. Proactive pursuit of these efforts will enable our Agency to meet and exceed civil rights responsibilities.

Together, as an agency, we can continue to support Secretary Veneman efforts to insure a Department that values its employees and customers by treating them with dignity and respect.


W. Ron DeHaven
Administrator

June 15, 2004



Safeguarding American Agriculture
APHIS is an agency of USDA's Marketing and Regulatory Program
An Equal Opportunity Provider and Employer

United States
Department of
Agriculture

Marketing and
Regulatory
Programs

Animal and
Plant Health
Inspection
Service

Washington, DC
20250

Federal Relay Service
(Voice/TTY/ASL/Spanish)
1-800-877-8339



JUN 04 2003

Subject: Anti Harassment Policy

To: APHIS Managers and Supervisors

This serves as a reminder that it is the policy of the Animal and Plant Health Inspection Service (APHIS) to prohibit harassment of all kinds by anyone in the workplace; this includes supervisors, co-workers, contractors or non employees. Managers, supervisors and employees must report and/or act upon harassment before it becomes severe or pervasive.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, as well as written or graphic material that denigrates or shows hostility or aversion toward an individual or group.


In APHIS, employees seeking relief from harassment based on sex "with or without sexual conduct," race, color, religion, national origin, age, disability, sexual orientation marital or parental status must contact the Civil Rights Enforcement and Compliance (CREC), Alternative Dispute Resolution Center (ADR) at 1-800-372-7231 within 45 days of an incident of alleged harassment. All other allegations of harassment should be reported by employees to their supervisor or manager or directly to the Workplace Violence Prevention & Response Hotline at 1-866-234-3174. All allegations will be investigated.

Any employee, applicant, or service recipient who complains of illegal harassment may do so without fear of retaliation. Acts of retaliation must be reported immediately through the appropriate forums indicated above. Any employee found to have violated APHIS prohibitions on harassment will be subject to disciplinary action.

Enforcement guidance from the Equal Employment Opportunity Commission (EEOC) on employer liability for such acts advises that *"An employer is always liable for harassment by a supervisor on a prohibited basis that culminates in a tangible employment action."* Tangible employment actions as defined by the EEOC include: hiring and firing; promotion and failure to promote; demotion; undesirable reassignment; a decision causing a significant change in benefits; compensation decisions; and work assignment. EEOC further advises that "in some circumstances, an employer may be subject to vicarious liability for harassment by a supervisor who does not have actual authority over the employee."



Managers must share this policy statement with all supervisors and provide a copy to employees. This policy statement, along with EEOC Enforcement Guidance, Notice 915.002 Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors is located on the CREC website at APHIS.USDA.GOV/OA/CREC. Training on liability for unlawful harassment will be presented annually. Information on training for this year will be announced separately. All managers are encouraged to participate. Prevention is the best tool for the successful elimination of harassment in the workplace.


Bobby Acord
Administrator

APHIS

Fiscal Years 2004 - 2005

Federal Equal Opportunity Recruitment Program Plan

And

Fiscal Year 2004

FEORP Accomplishment Report

**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)
PLAN CERTIFICATION-FISCAL YEAR 2004**

Please type or print clearly and return this sheet with original signature to:

Suzy Barker, Manager, Recruiting, Examining, and Assessment Group
Center for Talent and Capacity Policy
U.S. Office of Personnel Management
1900 E Street, NW, Room 4500
Washington, DC 20415-9800

A. Name and Address of Agency

**Animal and Plant Health Inspection Service
1400 Independence Avenue, SW
Room 1137-South Building
Washington, DC 20250**

B. Name and Title of Designated FEORP Official (Include address, if different from above, and telephone and FAX numbers.)

**Anna P. Grayson
Director, Civil Rights Enforcement and Compliance
(202) 720-6312 – Office
(202) 720-2365 – FAX**

C. Name and Title of Contact Person (Include address, if different from above, and telephone and FAX numbers.)

**Njeri Kumiwa Mwalimu
Deputy Director, Civil Rights Enforcement and Compliance
(202) 720-7830 – Office**

Certification:

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field or installations.

SIGNATURE: Njeri Kumiwa Mwalimu

DATE: October 22, 2004

(OPM Form 1508 (Rev. 9/85))

APHIS
Fiscal Years 2004 - 2005
FEORP Plan

**NUMBER OF EMPLOYEES NEEDED TO REACH PARITY WITH THE
CIVILIAN LABOR FORCE IN EACH PATCO CATEGORY**

Under-representation exists, for a number of EEO groups in the Professional, Administrative, Technical, Clerical, Other and Wage Grade categories. To be in line with the Civilian Labor Force, the number of employees needed to reach parity in each PATCO category are as follows:

Percentage Needed to Reach Parity by Race and Gender

PATCO CATEGORY	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
Professional	507	66	48	137	63	110	37	9	7
CLF %	30.3	2.4	3.2	2.1	1.4	3.5	1.9	.2	.2
% Needed to reach parity	8.1		1.1				.3		
Administrative	492	47	141	32	20	5	12	4	3
CLF %	40.4	3.6	5.3	2.6	2.6	1.4	1.4	.3	.3
% Needed to reach parity					.8	.9	.3		
Technical	535	39	95	125	61	67	24	5	9
CLF %	42.9	3.6	6.6	3.2	3.4	1.9	1.6	.4	.4
% Needed to reach parity	4.9	.8							
Clerical	196	6	57	12	28	0	11	1	0
CLF %	63.4	2.8	9.6	1.7	5.2	.8	1.9	.1	.5
% Needed to reach parity	6.9	1.1				.8			.5
Other	14	10	5	5	1	0	1	0	0
CLF %	11.2	9.7	3.2	4.8	1.0	1.2	.3	.9	.2
% Needed to reach parity						1.2		.9	.2
Wage	11	5	1	21	1	2	0	0	0
CLF %	9.8	9.1	2.2	8.7	1.5	1.7	.5	.8	.2
% Needed to reach parity		4.6	1.3		.6		.5	.8	.2

Under-representation is determined by comparing the percent of representation in APHIS with percent in the same category of employment in the Civilian Labor Force.

Animal and Plant Health Inspection Service

Fiscal Years 2004-2005

Federal Equal Opportunity Recruitment Program Plan

Generally, hiring and promotion activity has not resulted in the reduction of under-representation of minorities, women and people with disabilities.

OBJECTIVE: To address under-representation through both internal movement and external recruitment.

Action Items	Responsible Official(s)	Target Date
1. Train all recruiters by enhancing interpersonal skills and increasing cultural sensitivity.	Human Resources	Fiscal Years 2004-2005
2. Advertise, where appropriate, positions as multi-graded; for example GS 7/9/11 or GS 11/12/13, wherever under representation exists.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
3. Examine the automative system established for identifying applicants prior to interviews and/or job fairs.	Human Resources	Fiscal Years 2004-2005
4. Restructure positions vacated through attrition to allow for recruitment at lower levels.	Managers/Supervisors	Fiscal Years 2004-2005
5. Focus on internal recruitment, using a variety of staffing techniques, such as expansion of the Career Enhancement Program, and IPA agreements.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
6. Utilize recruitment strategies that have the best track record of attracting qualified members of the underrepresented groups.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
7. Broaden the "Area of Consideration" on vacancy announcements to attract employees of underrepresented groups when sufficient numbers of the groups do not exist internally.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
8. Ensure that diverse representation exists among all recruitment teams.	Human Resources	Fiscal Years 2004-2005
9. Ensure that Individual Development Plans or Learning Contracts are in place and implemented by each program unit for their employees.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
10. Develop or modify recruitment and retention packages for Supervisors and Team Leaders.	Human Resources	Fiscal Years 2004-2005

Generally, hiring and promotion activity has not resulted in the reduction of under-representation of minorities, women and people with disabilities.

OBJECTIVE: To address under-representation through both internal movement and external recruitment.

Action Items	Responsible Official(s)	Target Date
11. Provide information and training to managers and employees on subjects such as the operation of merit promotion plans, qualification requirements for various career ladders, methods of obtaining qualifications, and opportunities for alternate entry into various occupations.	Human Resources	Fiscal Years 2004-2005
12. Participate in career and job fairs, career days at high school and colleges to fill actual vacancies.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
13. Coordinate recruitment efforts within the Agency where appropriate to obtain maximum effectiveness and efficiency.	Human Resources	Fiscal Years 2004-2005
14. When paid advertising is used for recruitment ensure that minority media is included.	Human Resources	Fiscal Years 2004-2005
15. Monitor recruitment and hiring statistics to determine if more women and minorities are hired in occupational series where under representation exists.	CREC	Fiscal Years 2004-2005
16. Review EEO work force profile provided by the CREC staff on under representation by race, gender, grade level and occupational series.	Managers/Supervisors	Fiscal Years 2004-2005

Accomplishments

1. APHIS continues to advertise where appropriate, positions as multi-graded wherever under-representation exists.
2. APHIS continues to actively participate in the Career Intern Program. APHIS serves as the MRP Career Intern Program Coordinator. MRP has developed the program policies and procedures (SOP) for implementation of the Career Intern Program in MRP.
3. APHIS continues to broaden the "Area of Consideration" on vacancy announcements to attract employees of underrepresented groups. Vacancy announcements are distributed to HBCUs, HSIs and TCUs.
4. APHIS developed a Multi-Year 2003-2004 Affirmative Employment Program Plan for Women and Minorities for each Program within APHIS. Plans include noteworthy accomplishments, problem statements, objectives, and action steps for the eight EEOC program elements.
5. APHIS continues to participate in career and job fairs, career days at high school and colleges to fill actual vacancies.
6. APHIS developed a comprehensive training program to be presented as the Civil Rights Training Academy. The Academy will provide civil rights training for all APHIS managers and supervisors. The training is interactive and cover Title VII Employment, Title VI Program Delivery, Section 504 of the Rehabilitation Act (Disability), and other civil rights program requirements.

Accomplishments (cond't)

7. APHIS in conjunction with MRP developed a relationship with the Employer Assistance Referral Network (EARN) to increase representation of people with disabilities.
8. APHIS exceeds the total number of new hires for persons with disabilities 40 employees with reported disabilities and 5 employees with targeted disabilities.
9. APHIS established the Civil Rights Information Academy. The purpose of the Academy is to educate managers, supervisors, and employees on civil rights and equal employment opportunity programs managed by Civil Rights Enforcement and Compliance; outline the laws, rules and regulations governing these programs, answer program related questions and address general issues and concerns.

Hispanic Employment Initiative: Nine Point Plan

To reverse the under representation of Hispanic employees in senior level positions.

OBJECTIVE: To increase the representation of Hispanics in decision making positions.

Action Items	Responsible Official(s)	Target Date
1. Establish an internal Affirmative Employment Mentoring Program to encourage and motivate people to pursue higher education and careers in APHIS.	CREC	Fiscal Years 2004-2005
2. Promote the participation of Hispanics in Leadership Development Programs	Managers/Supervisors	Fiscal Years 2004-2005
3. Develop recruitment strategies to increase the representation of Hispanics in mid and senior levels.	Human Resources CREC SEPMs	Fiscal Years 2003-2004
4. Utilize Student Employment Programs to identify job opportunities for Hispanic Students.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
5. Analyze Hispanic representation in APHIS' workforce to identify targeted recruitment strategies.	Human Resources CREC	Fiscal Years 2004-2005
6. Communicate with HACU college and university officials and express a desire to hire graduates.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
7. Utilize established co-op education appointments with colleges and universities with high Hispanic enrollments.	Human Resources Managers/Supervisors	Fiscal Years 2004-2005
8. Participate in career days, job fairs, conferences, and community activities primarily by Hispanics.	Human Resources Managers/Supervisors SEPMs	Fiscal Years 2004-2005
9. Implement the White House Initiative on Educational Excellence for Hispanic Americans.	Human Resources	Fiscal Years 2004-2005
10. Utilize the Presidential Management Intern (PMI) Program for recruiting converting and advancing minority students.	Human Resources	Fiscal Years 2004-2005
11. Encourage participation in the HACU National Internship Program.	Human Resources	Fiscal Years 2004-2005
12. Establish and distribute directives to managers, supervisors, and employees outlying the HSI programs.	CREC	Fiscal Years 2003-2004
13. Prepare annual reports of APHIS participation in special student programs and initiatives.	CREC	Fiscal Years 2004-2005
14. Provide data and information to the Administrator's Management Team on the progress of participants in the Scholar's Program.	CREC	Fiscal Years 2004-2005

Accomplishments

1. APHIS management supports the White House Initiative on Education Excellence for Hispanic Americans. Accountability and expectations are communicated to managers and supervisors during performance evaluations, annual meetings, and work conferences.
2. APHIS continues to saturate various Hispanic communities with employment information by attending numerous career fairs at Hispanic Serving Institutions throughout the U.S. and Puerto Rico. APHIS has provided employment information to the following organizations:

Texas A&M University
LULAC (League of United Latin American Citizens Annual Convention)
New Mexico State University
University of Nebraska
Kansas State University
Arizona State University
3. The PMI Program is continually being marketed to managers and selecting officials as an excellent hiring option in APHIS.
4. APHIS continues to participate in the various summer intern programs and offers selected students employment during the summer. APHIS has used full range of appointments available under the student employment programs.
5. APHIS employees continually participate in school mentoring programs through the "Partnership-In-Education" program. In FY 2003, APHIS added additional schools with high Hispanic student population to participate in the annual Essay Contest which offers summer employment to the winning students.
6. APHIS maintains an agency wide network of collateral duty Hispanic Employment Program Managers (HEPMs). Currently, APHIS has a total of 12 part-time or collateral duty HEPM's.
7. APHIS continues to encourage all selecting officials to use all available resources to promote Hispanic candidates to management positions. There were a total of 134 promotions including management positions.
8. APHIS continues its investment in and enhanced the ongoing partnership with four Centers of Excellence on 1890 Land Grant Universities' campuses. The Agency continues its support of the various initiatives generated through collaborative efforts of mutual interest with Tuskegee, Lincoln, Florida A&M Universities, and the University of Arkansas at Pine Bluff, and APHIS' strategic goals and objectives.
9. APHIS continues to be the forerunner in the Department for providing experiential leading experiences for student employees. APHIS employed 207 students under the Stay-In-School Program; recruited and hired 23 Summer Interns, 2 Native American students under the Washington Intern for Native Students (WINS) Program, 9 students under the Hispanic Association of Colleges and Universities (HACU) initiative, 1 high school student participant from the DC Federal Job Initiative, and 18 college students continue employment under the Student Career Experience Program (SCEP) of which, 9 are 1890 National Scholars.
10. APHIS has provided support and exemplified commitment for the partnership between USDA and the 1890 Land Grant Universities. The Agency continued it's funding of scholarship awards for 9 continuing National Scholars.

APHIS
Fiscal Year 2004
FEORP Accomplishment Report

APHIS FEORP Accomplishments -- FY 2004

DIVERSITY AT THE SENIOR LEVEL - Achieving, maintaining, and managing diversity at all levels is a primary goal of the APHIS Administrator. The APHIS Management Team reflects the diversity of the agency and the Nation, and includes the Administrator, Associate and Deputy Administrators and Associates, Directors, and Deputy Directors both Headquarters and Field. More specifically, the APHIS senior management team includes 6 White Males; 6 White Females; 2 African American Males; 2 African American Females; 1 Asian/Pacific American Male; and 4 Hispanic Males.

In FY 2004, the total number of permanent employees increased a net of 278 from 5,019 employees in FY 2003 to 5,297 employees in FY 2004. The total number of women in FY 2004 increased to 2,381 or 44.9% compared to 2,250 or 44.8% in FY 2003. Minorities represented 1,333 or 25.7% of the total workforce in FY 2004 compared to 1,272 or 25.3% in FY 2003.

Comparison of Fiscal Years 2004 and 2003

Fiscal Year	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
FY 2004	2207	1755	173	347	332	174	184	85	19	19	5297
FY 2003	2094	1651	164	342	311	158	175	79	24	19	5019
NET CHANGE	+113	+104	+9	+5	+21	+16	+9	+6	-5	0	+278

SPECIAL PROGRAMS

During FY 2004, APHIS hired 82 students under various student employment programs. The specific numbers of hires for each program are as follows:

- Washington Internships for Native Americans (2 students);
- Hispanic Association of Colleges and Universities (6 students);
- Workforce Recruitment for Persons with Disabilities (2 students);
- Student Temporary and Career Experience Programs (63 students, including rehires);
- 6 returning 1890 National Scholars and 3 new 1890 National Scholars.

APHIS spent \$68,000 for the 6 HACU students and \$28,500 for the 2 WINS students. The funds were used for salaries, housing, transportation, and university credits through a Cooperative Agreement with HACU and American University, respectively.

ACQUISITION CAREER INTERN PROGRAM: It takes 12 years to develop an unlimited warranted contracting officer. The USDA acquisition workforce is in crisis, 48 percent of the workforce is 50 year old and older and 23 percent of the workforce is 55 years old and older.

To begin addressing the human capital crisis, the APHIS Special Programs Consultant developed and marketed a USDA Acquisition Career Intern Program to the USDA Acquisition Council. The council approved the proposal. APHIS and Rural Development agreed to participate with each agency selecting one intern in FY-04. The program will provide opportunities for interns to gain valuable experience working in two different USDA agencies. Other USDA contracting activities plan to participate in future years depending on the availability of funds and vacant positions. The Bowie State University Contracting Center of Excellence is the primary recruitment source for the first class of contracting career interns.

BOWIE STATE UNIVERSITY ACQUISITION CENTER OF EXCELLENCE: In an effort to create a USDA Acquisition Career Intern Program a source for training and recruitment was identified as major needs. Collaboration with the GSA, Federal Acquisition Institute (FAI) surfaced a contract won by Bowie State University in 2002 to assist FAI in the development of an Acquisition Center of Excellence. However, the center's concept had not been developed.

The APHIS Special Programs Consultant collaborated with and coordinated meetings between, the Bowie State University President, the Bowie State University Project Manager, FAI and GSA to develop the Bowie State University Acquisition Center of Excellence. The project was approved and funded by GSA in 2004, at a cost of \$180,000, with the possibility of increased funding in 2005 depending upon performance and the availability of funds.

NATIONAL SCHOLAR TUITION COSTS: APHIS selected three new Scholars during FY 2004, one black male pursuing an Animal Science degree at Florida A&M University; one white male pursuing an Animal Science degree at Lincoln University, and one black female pursuing an Agricultural Engineering degree at Fort Valley State University. During 2004 we expended more than \$85,000 in tuition for 8 Scholars.

- North Carolina A&T (3)
- Fort Valley State (2)
- Alcorn State (1)
- University of Maryland Eastern Shore (1)
- Florida A&M University (1)

TEMPORARY HOUSING FOR STUDENT EMPLOYEES: APHIS leased a total of nine apartments for student interns across USDA at a cost of \$104,750. The 10-USDAs agencies shared the prorated cost of between \$3,176 to 3,590 per student for the summer period. Temporary summer housing was also provided for summer interns in the field. Each field location made its own arrangements.

USDA LIAISON SUPPORT OUTREACH: APHIS' projected prorated share of the costs to support the outreach and educational programs is as follows:

- **Hispanic Association of Colleges and Universities (HACU) Liaison Program** (\$52,944) – HACU Liaisons foster educational excellence programs in the Hispanic community and promote Hispanic participation in fulfilling the USDA mission.
- **1890 Agricultural Liaison Program and Initiatives** (\$107,484) – Provides support to Agricultural Liaison offices at each of the 18 Land Grant Institutions.
- **American Indian Higher Education Consortium (AIHEC)** (\$7,863) - The Consortium represents the interests of tribal colleges and universities to promote, foster, and encourage implementation of programs for improving post-secondary and higher educational opportunities for American Indians and establishing information centers for tribal institutions.

REGULATORY SCIENCE AND RISK ANALYSIS CENTER: APHIS continued to collaborate with the University of Arkansas at Pine Bluff. We provided \$45,000 to support the enhancement and delivery of courses associated with the Regulatory Science Degree Program.

NATIONAL BIOLOGICAL CONTROL INSTITUTE: APHIS, Plant Protection and Quarantine (PPQ), continued to support activities conducted at its National Biological Control Institute on the campus of Florida A&M University. An APHIS, PPQ employee continues to serve as the Institute's Co-Director. In addition to the \$112,000 salary and benefits for the Co-Director, APHIS provided funding for projects with Florida A&M University totaling \$125,523.

DEMONSTRATION MODEL FOR THE CONTROL OF PATHOGENS: APHIS, Veterinary Services and the Herd Health Program at Florida A&M University continued partnership to provide leadership in science-based prevention and control programs for food-producing animals, particularly for small and economically challenged producers. APHIS continued its grant of \$55,523 which allows for the thorough familiarization of veterinary activities aimed at analyzing and demonstrating, to front line observers and potential respondents, preventive and control measures to manage herd health crisis and prevention based programs with direct involvement of students.

CENTER OF EXCELLENCE INITIATIVE IN GEOGRAPHIC INFORMATION SYSTEMS AND WILDLIFE MANAGEMENT: APHIS strengthened its Wildlife Initiative by providing a Biological Technician to work with wildlife students in laboratory settings and assigned the Missouri State Director to work closer with wildlife students by mentoring and creating greater opportunities for students to work in the field during the academic year. While the cooperative agreement funding remained at \$162,000 an additional one-time, \$20,000 grant for laboratory equipment and other supplies was made to the University.

FEDERAL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS*

<i>RNO and GENDER</i>	<i>GS 13-15 (Number & Percent)</i>	<i>Senior Pay (Number & Percent)</i>
Overall Total		
Total Men		
Total Women		
Total Blacks		
Black Men		
Black Women		
Total Hispanic		
Hispanic Men		
Hispanic Women		
Total Asian/Pacific Islanders		
Asian/Pacific Islander Men		
Asian/Pacific Islander Women		
Total Native Americans		
Native American Men		
Native American Women		

*Information unavailable from Human Resources

FEDERAL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS*

<i>RNO and GENDER</i>	<i>GS 13-15 (Number & Percent)</i>	<i>Senior Pay (Number & Percent)</i>
Overall Total		
Total Men		
Total Women		
Total Blacks		
Black Men		
Black Women		
Total Hispanic		
Hispanic Men		
Hispanic Women		
Total Asian/Pacific Islanders		
Asian/Pacific Islander Men		
Asian/Pacific Islander Women		
Total Native Americans		
Native American Men		
Native American Women		

*Information unavailable from Human Resources

FEDERAL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS*

<i>RNO and GENDER</i>	<i>GS 1-4 (Number & Percent)</i>	<i>GS 5-8 (Number & Percent)</i>	<i>GS 9-12 (Number & Percent)</i>
Overall Total			
Total Men			
Total Women			
Total Blacks			
Black Men			
Black Women			
Total Hispanic			
Hispanic Men			
Hispanic Women			
Total Asian/Pacific Islanders			
Asian/Pacific Islander Men			
Asian/Pacific Islander Women			
Total Native Americans			
Native American Men			
Native American Women			

*Information unavailable from Human Resources